

DD/S 71-4939

DEC 1971

71-5199/3

MEMORANDUM FOR: Executive Director-Comptroller

DD / S

SUBJECT : Distribution of "Fact Booklet"

FILE *Q & M*

1. This memorandum contains a recommendation for your approval in paragraph 3.

2. The "Fact Booklet," as approved by the Director, has been printed and is ready for distribution. The booklet's "Foreword" states that it was prepared "... for the information of all CIA employees, especially CIA personnel recruiters, domestic contact officers, CIA students at the senior service schools, and other officials who are in regular contact with the public." Since the information contained in the booklet is potentially useful to all employees, distribution throughout the Agency seems to be warranted.

3. Therefore, I recommend that three copies be sent to each Agency Office, Senior Staff, and Clandestine Service Division, and an additional 20 to 40 copies be consigned to each office having representatives. This will result in the initial distribution of approximately 300 booklets, leaving 200 in reserve to fill supplementary requirements.

STAT

STAT

JW John W. Conley
Deputy Director
for Support

The recommendation contained in paragraph 3 is approved.

STAT

L. K. White

Executive Director-Comptroller

29 Dec 71
Date

Distribution:

Orig - Adse (Pls return to DD/S)

1 - ER

1 - DD/S chrono

1 - D/Log

1 - C/PSD

UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Executive Director-Comptroller		9 DEC 1971	/s/ LKW	
2					
3	Deputy Director for Support				
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Deputy Director for Support				9 DEC 1971	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R005200200004-1

Approved For Release 2003/04/29 : CIA-RDP84-00780R005200200004-1

DD / S I N G E T R Y
FILE *O + M*

Administrative Officer
Office of the DCI

STAT

As explained in the Foreword, the "fact booklet" should be of interest to all employees. From the limited number printed, three copies each have been allotted to the Independent Offices (PPB, OGC, IG, NIPE, Cable Sec, ONE, OLC, and DCI staff). Several additional copies have already been distributed: Office of the Executive Director-Comptroller - 5; Mr. Thuermer - 1; Mr. Colby - 1; - 1; and the Director - 1. Please request each Office to give maximum intraoffice circulation to its copies.

STAT
STAT

Note:
See LDP, 4 copies
to MAG (via)
 on 4 Jan. 72.
es STAT

STAT

STAT Executive Officer to the DD/S

EO-DD/S:LDP:es (3 Jan 72)

Distribution:

- Orig - Adse w/booklets
- ☒ 1 - DD/S subject
- 1 - DD/S chrono

TOTAL number of copies - 24.

Deputy Director for Intelligence

ATTENTION: [redacted]

[redacted]

As explained in the Foreword, the "fact booklet" should be of interest to all employees. Since only a small number were printed, this allotment for the Intelligence Directorate consists of three copies for each office (OBGI, OCI, CRS, [redacted] DCS, OER, NPIC, OSR, IAS, and DD/I staff), plus ten copies [redacted] Please request each office to give maximum intraoffice circulation to its copies.

Executive Officer to the DD/S [redacted]

EO-DD/S:LDP:es (3 Jan 72)

Distribution:

Orig - Adse w/booklets

1 - DD/S subject

1 - DD/S chrono

TOTAL number of copies - 40.

Deputy Director for Science and
Technology

ATTENTION:

As explained in the Foreword, the "fact booklet" should be of interest to all employees. Since only a small number were printed, this allotment for the Science and Technology Directorate consists of three copies for each office (OEL, ORD, OSA, OSI, OCS, OSP, FMSAC, and DD/S&T staff), plus 12 copies you believe should receive distribution. Please request each office to give maximum intraoffice circulation to its copies.

Executive Officer to the DD/S

EO-DD/S:LDP:es (3 Jan 72)

Distribution:

Orig - Adse w/booklets

✓ 1 - DD/S subject

1 - DD/S chrono

TOTAL number of copies - 36.

Director of Training

STAT

Attached are 50 copies of the "fact booklet."
Please give it maximum intraoffice circulation.
Also, senior school representatives should, at
least, read and have a copy, security permitting.
All employees taking external training should also
have an opportunity to read the booklet.

STAT

Executive Officer to the DD/S

STAT

EO-DD/S:LDP:es (3 Jan 72)

Distribution:

Orig - Adse w/booklets

✓ 1 - DD/S subject

1 - DD/S chrono

TOTAL number of copies - 50.

Director of Security

[Redacted]

As explained in the Foreword, the "fact booklet" should be of interest to all employees. Three copies have been allotted to your office for intraoffice circulation

[Redacted]

Executive Officer to the DD/S

[Redacted]

EO-DD/S:LDP:es (3 Jan 72)

Distribution:

Orig - Adse w/booklets

✓ 1 - DD/S subject

1 - DD/S chrono

TOTAL number of copies - 9.

Director of Logistics

STAT

[Redacted]

As explained in the Foreword, the "fact booklet" should be of interest to all employees. Three copies have been allotted to your office for intraoffice circulation, plus three additional

STAT

[Redacted]

STAT

[Redacted]

STAT

Executive Officer to the DD/S

[Redacted]

EO-DD/S:LDP:es (3 Jan 72)

Distribution:

Orig - Adse w/booklets

✓ - DD/S subject

1 - DD/S chrono

TOTAL number of copies - 6.

Director of Personnel

[Redacted]

As explained in the Foreword, the "fact booklet" should be of interest to all employees and particularly helpful to field recruiters. Forty copies have been allotted to your office for intraoffice circulation and use by recruiters and other personnel offices having contact with the public.

[Redacted]

Executive Officer to the DD/S

[Redacted]

EO-DD/S:LDP:es (3 Jan 72)

Distribution:

Orig - Adse w/booklets

~~1~~ - DD/S subject

1 - DD/S chrono

TOTAL number of copies - 40.

Director of Medical Services

STAT

As explained in the Foreword, the "fact booklet" should be of interest to all employees. Three copies from the limited number available have been allotted to your office. Please give them maximum circulation.

STAT

STAT Executive Officer to the DD/S

EO-DD/S:LDP:es (3 Jan 72)

Distribution:

Orig - Adse w/booklets

~~1~~ - DD/S subject

1 - DD/S chrono

TOTAL number of copies - 3.

Director of Communications



As explained in the Foreword, the "fact booklet" should be of interest to all employees. Six copies from the limited number available have been allotted to your office. Please give them maximum circulation.



Executive Officer to the DD/S



EO-DD/S:LDP:es (3 Jan 72)

Distribution:

Orig - Adse w/booklets

1 - DD/S subject

1 - DD/S chrono

TOTAL number of copies - 6.

Director of Finance

[Redacted]

STAT

As explained in the Foreword, the "fact booklet" should be of interest to all employees. Three copies from the limited number available have been allotted to your office. Please give them maximum circulation.

[Redacted]

STAT

STAT

Executive Officer to the DD/S

[Redacted]

EO-DD/S:LDP:es (3 Jan 72)

Distribution:

Orig - Adse w/booklets

4 - DD/S subject

1 - DD/S chrono

TOTAL number of copies - 3.

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R005200200004-1

Next 2 Page(s) In Document Exempt

Approved For Release 2003/04/29 : CIA-RDP84-00780R005200200004-1

DEC 10 1971
J. W. Coffey

Executive Director-Comptroller

Colonel White:

Attached is the copy of the fact book which you edited. Corrected pages have been inserted and are marked by paper clips. The four pages reflecting your corrections are also attached. Additionally, two corrected clean copies of the booklet are attached for your use with the Director.

STAT




3 DEC 1971
John W. Coffey

EO-DD/S:LDP:es (3 Dec 71)

Distribution:

Orig - Adse w/atts as above - *by hand* - MAQ
✓ 1 - DD/S subject
1 - DD/S chrono

TRANSMITTAL SLIP		DATE 3 December 1971
TO: Mr. Coffey		
ROOM NO.	BUILDING	
REMARKS:		
<p>Recommend your signature.</p> <div style="text-align: center;">  <p>LDP</p> </div>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

STAT